

Department of Children and Families

JOB OPPORTUNITY

Secretary 2 - Part-time (34 hours)

(Possible underfill at the Secretary 1 level)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current DAS exam list

Location: Albert J. Solnit Children's Center - South Campus

Job Posting No: VB43157S

Hours: Monday - Wednesday 7:50 am - 3:20 pm and Thursday - Friday 8:20 am - 3:20 pm

Salary: \$21.10 - \$27.59 hourly

Closing Date: 01/13/2014

Example of Duties: The Department of Children and Families/Unified School District 2 has a current vacancy for a Secretary 2 at the Albert J. Solnit Children's Center, South Campus - Riverview School in Middletown, CT. This vacancy is part-time (34 hours per week). This individual will be responsible for a full range of duties that include: Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc; proofreads for content; edits using knowledge of grammar, punctuation and spelling; designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals; composes letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature; compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included; greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters; screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes; prepares expense accounts; makes travel arrangements; maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. To underfill at the Secretary 1 level candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above titles or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures in a school setting; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers other electronic equipment; ability to operate office suite software, ability to take notes

General Experience: Three (3) years experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

Albert J. Solnit Children's Center - South Campus

Attn: Jasmyn Raymond - Human Resources

915 River Road

Middletown, CT 06457

Fax: 860-707-1962

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.